



DEVELOPMENT SERVICES DEPARTMENT
ADMINISTRATIVE DIVISION
276 Fourth Avenue Chula Vista CA 91910
619-691-5272

APPLICATION FOR DUPLICATION OF OFFICIAL COPIES OF BUILDING PLANS

FORM 4553

Processing Fee \$148.26 (nonrefundable)

Please submit the completed Application and Affidavit with a check for the Processing Fee in the amount of \$148.26 at the Development Services Counter or mail to the address shown above Attn: Building Permits/Research.

1. APPLICANT

Activity No(s).:

I hereby request a duplicate of the official copy of records below.

Name of Applicant

Street Address of Applicant

City State Zip Code Telephone Number

2. BUILDING ADDRESS

Building plans are filed by standard street address in the form of street number, fractional address, if any, e.g., 1/2; street direction, e.g., N; street name; and street suffix, e.g., St., Rd., Av., For example: 1234-1/2 S. 43rd St. Please use this form to assist in location of plans.

Street No. Frac. Dir. Street Name Suffix

Assessor's Parcel Number/APN (if known)

3. PROPERTY OWNER

Name of Property Owner

Street Address of Property Owner

City State Zip Code Telephone Number

Current owner information may be obtained from the County Recorder at (619) 531-5229

4. CATEGORY OF RECORDS REQUESTED

☐ A. Building Plans ☐ B. Specifications/Calculations ☐ C. Reports ☐ D. Documents

If only part of a record category is requested, please list records below.

CATEGORY

RECORDS DISCRIPTION
